



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
Cordillera Administrative Region

80 Diego Silang St., Baguio City 2600

Tel. No. 63 74 442 6392; Fax No. 63 74 304 2596; Website: www.car.mgb.gov.ph

E-mail: car@mgb.gov.ph; car_mgb@yahoo.com; mgb.cordillera@gmail.com



January 13, 2020

For: The OIC, Regional Director
MGB-CAR

From: The Supply Officer

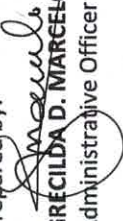
Subject: Report on the Monthly Procurement of Supply Requirements of the Agency
(December 14, 2019 to January 13, 2020)

Respectfully informed that the Agency has procured items or supplies needed for the smooth operation as related to the delivery of public service.

Items/Supplies	Purchase/Job Order Number	AMOUNT	Purpose	Awarded to:
8GB DDR4 SD RAM	2019-12-171	8,400.00	For Official use of MGB-CAR	NIU.COM
Wireless Router (AC1300 segment external antenna x4; 2.4 GHz)	2019-12-172	8,798.00	For Official use of MGB-CAR	COM-PLEX COMPUTER & PRINTING
Wireless Adapter				
T-Shirts for three (3) Security as per Supervisory Office for Security and Investigation Agencies (SOSIA) requirement	2019-12-173	9,300.00	For Official use of MGB-CAR	LL IMAGE ARTS, DIGITAL PRINTING & GENERAL MERCHANDISE
Vehicle Hire for Manila-Baguio	2019-12-174	18,000.00	For Official use of MGB-CAR	FLORY T. GORIO
Catering for First Day	2019-12-175	52,500.00	For DENR 2019 SportsFest	PAU AND PING CATERING SERVICES
Meals for Year End Assessment	2019-12-176	177,500.00	For Year-end Assessment	SSS NORTH LUZON MPC
Catering for Training Seminar	2019-12-177	26,250.00	For Youth Seminar 2019	LOS ANGELES CORPORATION
Annual Physical Exam	2019-12-179	433,310.00	For Annual Physical Examination	MT. SINAI CARDIAC LABORATORIES

For information of the OIC, Regional Director.

Prepared by:

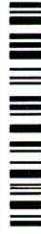

GREYCILDA D. MARCELO
Administrative Officer III

Noted by:


ATTY. FRANCISCO M. BILOG
OIC, Finance and Administrative Division



011420-CAR-31364



Memorandum

01/14/2020

9:18 AM

“MINING SHALL BE PRO-PEOPLE AND PRO-ENVIRONMENT
IN SUSTAINING WEALTH CREATION AND IMPROVED QUALITY OF LIFE.”



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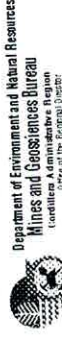
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February 13, 2020



For: The OIC, Regional Director
MGB-CAR

JK
02/14

021420-CAR-31986



Memorandum

9:25 AM

02/14/2020

From: The Supply Officer

Subject: Report on the Monthly Procurement of Supply Requirements of the Agency
(*January 14, 2020 to February 13, 2020*)

Respectfully informed that the Agency has procured items or supplies needed for the smooth operation as related to the delivery of public service.

Items/Supplies	Purchase/Job Order Number	AMOUNT	Purpose	Awarded to:
Various office supplies	2020-01-001	98,121.78	For official use of MGB-CAR	PROCUREMENT SERVICE
Floor wax, soap, brush	2020-01-002	4,629.50	For janitorial use of MGB-CAR	BENGUET SUPERMART
Trashbag, Fluorescent lamp	2020-01-003	19,548.00	For janitorial use of MGB-CAR	ROBINSONS HANDYMAN INC
Clog buster, dishwashing det	2020-01-004	7405.69	For janitorial use of MGB-CAR	TSB BAZAAR
#12 stranded wire, plastic m	2020-01-005	2,699.00	For official use of MGB-CAR	ROBINSONS HANDYMAN INC
Repair of alternator	2020-01-006	5,900.00	For repair and maintenance vehicle	SHEMARC AUTO REPAIR
Various office supplies	2020-02-007	56,863.62	For official use of MGB-CAR	PROCUREMENT SERVICE
Vehicle Hire services	2020-02-008		For official use of MGB-CAR	RUML TRANSPORT
Catering services	2020-02-009	8,000.00	For official use of MGB-CAR	SSS MULTIPUROSE COOPERATIVE
Various office supplies	2020-02-010	104,777.70	For official use of MGB-CAR	PROCUREMENT SERVICE
Preventive Maintenance AA	2020-02-011	50,000.00	For repair and maintenance build	SHIMADZU PHILIPPINES
Acetylene Gas, Instrument G	2020-02-012	6,240.00	For official use of MGB-CAR	APEX GASES INC.
Repair of engine valve, cylinder	2020-02-013	18,500.00	For repair and maintenance vehicle	A.E.C. AUTO SHOP
Change oil service	2020-02-014	12,811.00	For repair and maintenance vehicle	BLUE OVAL AUTOMOTIVE CORPORATI
File organizer box	2020-02-015	4,006.80	For official use of MGB-CAR	SC VERGARA CID EXPRESS
Fire Extinguisher refill	2020-02-016	1,800.00	For repair and maintenance	TJ INDUSTRIES AND SERVICES

For information of the OIC, Regional Director.

Prepared by:

Grecilda D. Marcelo
GRECILDA D. MARCELO
Administrative Officer III

Noted by:

Kaye K. Gaano
KAYE K. GAANO
OIC, Office of the Chief, Finance and Administrative Division

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March 6, 2020

For: The OIC, Regional Director
MGB-CAR

From: The Supply Officer

Subject: Report on the Monthly Procurement of Supply Requirements of the Agency
(February 14, 2020 to March 6, 2020)

Respectfully informed that the Agency has procured items or supplies needed for the smooth operation as related to the delivery of public service.

Items/Supplies	Purchase/Job Order Number	AMOUNT	Purpose	Awarded to:
Vehicle Hire for Bangued	2020-02-017	42,700.00	For official use of MGB-CAR	RUML TRANSPORT
Vehicle Hire for Bucloc	2020-02-018	27,500.00	For official use of MGB-CAR	RUML TRANSPORT
Procurement Service	2020-02-019	256,422.77	For official use of MGB-CAR	PROCUREMENT SERVICE
Wall clock and tower fan	2020-02-020	3,759.00	For official use of MGB-CAR	ACE HARDWARE
Shovel	2020-02-021	989.25	For official use of MGB-CAR	ACE HARDWARE
Safety Shoes	2020-02-022	5,100.00	For official use of MGB-CAR	EMJAYZE DRY GOODS
Whistle, heavy duty flashlight	2020-02-023	3,610.00	For official use of MGB-CAR	MAR M.L. DRY GOODS
Catering for GAD activity	2020-02-024	17,500.00	For official use of MGB-CAR	SSS NORTH LUZON MPC
Morocco folder, clear folder	2020-03-025	4,184.00	For official use of MGB-CAR	LASER MARKETING
Laptop charger	2020-03-026	2,500.00	For repair and maintenance	LV TECH LAPTOP REPAIR SPECIALIST
Replacement of battery	2020-03-027	6,400.00	For repair and maintenance	SHEMARC AUTO REPAIR
Materials for fixing shelves	2020-03-028	31,562.00	For repair and maintenance	CW HARDWARE
Materials for fixing table	2020-03-029	4,603.00	For repair and maintenance	CW HARDWARE
Liquefied Petroleum Gas	2020-03-030	3,984.00	For official use of MGB-CAR	ECCOGAS COMPANY
Materials for repainting of CH	2020-03-031	9,759.00	For official use of MGB-CAR	WI-AL CONSTRUCTION BUILDERS

For information of the OIC, Regional Director.

Prepared by:
GRECILDA D. MARCELO
Administrative Officer III

Noted by:

KAYE K. GAANO
O/C, Office of the Chief, Finance and Administrative Division

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